

Digital Immunisations

School Access

Contents

Purpose	3
Account Register	4
Account Verify	6
Forgot Password	7
Version Control	8

Purpose

This document outlines our approach to user accounts and verification. Before any user is able to access the Cinnamon system they must:

- 1. Register an email address and password
- 2. Verify the email address by clicking on the link in the verification email
- 3. Have permissions assigned by the Immunisation Service.

All permissions to access the system must be confirmed by the Immunisation Service before permissions are added for each user. Under no circumstances must any user be granted access to the system without prior authorisation from the Immunisation Service.

Account Register

To Register a Cinnamon account:

1. Go to web address provided by your immunisation service. Open the "School Area" link.

Home Contact Staff Area School Area		
Southern Health NHSFT Chi		
Seasonal Flu The children's flu veccine is offered as a yearly nasal spray to young children to help protect them against flu. Click, here a	Diptheria, Tetanus & Polio (Td/IPV), Meningococcal ACWY The TdI/IPV is given as a single jab containing vaccines against dohtheris, listenus and polis. MenACWY vaccine is also given as a single jab containing vaccines against mennigitis A.C. Vi and Y. Click here »	Human Papilloma Virus (HPV) From September 2019, HPV vaccine science is all pays and grins in year & HPV vaccine exceeds against carval concer, some mouth and thread cancers and some cancers of the anus and grintla areas. It is for children under 15 and is hou injections given 6-12 months apart. Click here a

2. Click the link to register as a new user.

Home Contact StaffArea	
Log in.	
Use a local account to log in.	
Email	
Password	
Remember me?	
Log in	Click here to
Register as a new user	register as a new
Forgot your password?	user

3. Complete the registration details

Register.	
Create a new account	
Email	
Password	
Confirm password	
	Register
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4. You will now receive an email asking you to verify your account. Please click on the link in the email. You may need to check your 'spam' or 'junk' folders.

The email will look like this:



If the email is delivered to your spam folder then you must:

- a. Copy the email to your inbox
- b. Ensure that you "download pictures".

Then click on the verify button.

If you do not receive the verification email you need to:

- a. Double check that the email address used to register is valid.
- b. Check again that the email address used to register is valid!
- c. Contact your local IT team to ensure that email messages from Cinnamon are not blocked by a local policy. Account notification messages from Cinnamon will be from <u>noreply@cinnamondigitalapplications.co.uk</u>

Now that you have registered your account, you <u>MUST</u> contact the School Immunisation team so that they can apply permissions for your account.

You will be unable to access any information until this final step is complete.

Account Verify

All Cinnamon users must have a confirmed email account. You must confirm your account before you can login to the system. If you have lost the confirmation email then follow these steps:

1. Open the "School Area" link.

Home Contact Staff Area School Area		
Southern Health NHSFT Chil	Id Immunisation Service	
Seasonal Flu The childron's flu vaccine is offered as a yearly nasal spray to young children to help protect them against flu.	Diptheria, Tetanus & Polio (Td/IPV), Meningococcal ACWY The TaffV is given as a single jab containing vaccines against diptherins, telsmaar dip dipto. MenACWY vaccine is also given as a single jab containing vaccines against meningitis A. C, W and Y. Click here »	Human Papilloma Virus (HPV) From September 2019, HPV vaccine is offered to all boys and grin in year 8. HPV Vaccine protects against cervical cancer, some mouth and throat cancers and some cancers of the anus and genital areas. It is for children under 15 and is two injections yone 6-12 months apart. Click here »

2. Enter your login details.

Log in.	
Use a local account to log in.	
Email	waspinall@hotmail.com
Password	•••••
	Remember me?
	Log in
Register as a new user	
Forgot your password?	

3. A prompt will appear if you have not confirmed your account. Click on the "Resend confirmation" link to resend the email.

Log in.		
Use a local account to log in.		
Invalid login attemp Confirmation'.	ot. You must have a confirmed email address. Ent	er your email and password, then press 'Resend
Email	waspinall@hotmail.com	
Password		
	Remember me?	Click here to resend
	Log in Resend confirmation	the confirmation email
Register as a new	user	

You will now receive an email asking you to verify your account. Please click on the link in the email. You may need to check your 'spam' or 'junk' folders.

Forgot Password

All Cinnamon accounts can be reset automatically. If you forget your password then follow these steps.

1. Open the "School Area" link.

Home Contact Staff Area School Area		
Southern Health NHSFT Chi		
A P.Y		
Seasonal Flu	Diptheria, Tetanus & Polio (Td/IPV) Meningococcal ACWY	Human Papilloma Virus (HPV)
to young children to help protect them against flu.	The Td/IPV is given as a single jab containing vaccines against diphtheria, tetanus and polio. MenACWY vaccine is also given as a single jab containing vaccines against meningitis A, C, W and Y.	From segmentation and response to the second
	Click here »	Click here »

2. Click on the "Forgot your password" link.

Log in.			
Use a local acc	Use a local account to log in.		
Email	waspinall@hotmail.com		
Password	•••••		
	Remember me?		
	Log in	Click here to reset	
Register as a new	user	your password	

3. Enter your email address.

Forgot password.	
Forgot your pas	ssword?
Email	
	Email Link
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You will now receive an email asking you to change your password. Please click on the link in the email. You may need to check your 'spam' or 'junk' folders.

Version Control

Version:	1.0
Version Superseded:	
Owner:	
Date issued:	11 th September 2020
Review date:	Ongoing. This is a live document that should be edited when the process changes.
Target audience:	All users